

Position: Facility Maintenance Coordinator/Kidnetics Technician

Status: Part time, non-exempt

Hours: 20-25/week (roughly M, W, Th 7:30am-2pm, Tues & Fri 7:30am-9am)

Supervisor: CDS Director of Operations

Duties:

- Daily Pool maintenance and chemical balancing
- Daily checking and logging the refrigerator temperature
- Weekly flushing the eyewash station
- Regular maintenance of equipment, bikes and toys
- Regular cleaning of mats and mirrors
- Cleaning spills, accidents, etc. as needed during assigned hours
- Light repair & maintenance, plumbing, or electrical work as needed
- Painting and/or wall repair including occasional baseboards or tile
- Other small repairs such as tighten bolts, replace light bulbs, replace ceiling tiles, hang pictures, etc.
- Check for and report safety and security hazards such as exposed electrical wiring, unsecured doors, and/or any suspicious activity, etc.
- Monitor and maintain logs where applicable on AED, sprinkler, fire extinguishers, generator equipment and all fire and emergency drills.
- Provide security escorts for all repair/maintenance personnel or others upon request.
- Investigate suspicious activities for dispelling alarm and/or initiating follow-up action.
- Respond to all calls for emergency assistance on facility property.
- Update SDS sheets when new chemicals are introduced and/or as needed.
- Maintain friendly relations with all Partner Agencies and provide building support as needed.
- All other duties as assigned by the Director of Operations.

Job Requirements:

- Must have a high school diploma or equivalent
- Eligible to work in the United States/ E-verify system
- Must be able to lift a minimum of 50 pounds, know how to handle simple tools, can walk the perimeter of the property easily, and stand/bend/kneel as needed for projects.
- Maintenance or construction experience
- Strong attention to detail
- Good interpersonal skills
- Pool technician experience a plus